



OFFICE OF HIS EXCELLENCY THE GOVERNOR-GENERAL & STAFF
JOB DESCRIPTION AND SPECIFICATION
HEAD CHEF

JOB TITLE: Head Chef

JOB GRADE: LMO/TS 6

DEPARTMENT: Office of His Excellency The Governor-General & Staff

UNIT: The Personal Establishment/Household

REPORTS TO: The Household Manager

MANAGES: 1 Sous Chef

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Head of Department/Division

Date

Director, Human Resources

Date

JOB PURPOSE

Under the direction of the Household Manager, the Head Chef is responsible for directing all food preparation activities in the Private Kitchen of the official residence of The Governor-General. The incumbent plans a variety of menus according to the occasion and delivers delectable, appetising dishes. He or she manages assigned staff in preparing and presenting dishes and maintains a safe and sanitary work environment that conforms to the required health and safety standards.

This role requires sound knowledge of foods, appropriate combinations, and food preparation and cooking techniques; plating and presentation techniques; health and safety standards; the management of a Pantry and pantry supplies; and, customer service.

The incumbent seeks to achieve the job purpose by embracing, demonstrating and contributing to the Vision of the Office of The Governor-General and Staff: *"A culture of excellence through people, performance and partnerships"*.

KEY RESULT AREAS/ OUTPUT

1. Food & beverage preparation for Residence, official and private events
2. Sanitary and hygienic working environment
3. Weekly Work Plan for assigned staff

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

1. Monitor Their Excellencies weekly, monthly and annual diaries in order to keep abreast of events that will require food and beverage.
2. Provide leadership and supervisory oversight for assigned staff to assure the prescribed courtesies, customer service standards, and protocol are observed, and the required procedures for tasks are executed in keeping with established standards.
3. Define and implement work schedules for all assigned staff.
4. Report all damages to items in the Private Kitchen in keeping with established procedures.
5. Prepare and submit for approval weekly menus in keeping with agreed timelines.
6. Maintain records of food type, volume/quantity, procurement and delivery dates as prescribed by established policies and procedures.

Technical/Professional Responsibilities

The Head Chef is responsible for directing all food preparation activities in the Private Kitchen of the official residence of The Governor-General, this includes but is not limited to the following:

1. In collaboration with Her Excellency and the Household Manager, develop menus and coordinate food & beverage preparation for all breakfasts, luncheons, dinners, cocktail parties and receptions directed from the Residence. Consult with the Household Manager to agree food production plan for events.
2. Plan and submit for approval weekly meal plan for Their Excellencies and guests with due attention to variety and rotation.

3. Develop standard recipes and techniques for food preparation and presentation.
4. Prepare or supervise the preparation of all meal courses and see to their timely delivery; all prepared food items leaving the kitchen must be approved by him or her and served on schedule. Provide information to Valet, Lady's Maid and Butlers on menu and meal times for Their Excellencies and guests
5. Plate and/or oversee the plating of all food courses. Constantly evaluate food outputs to assure quality and presentation standards are consistently attained and maintained.
6. Monitor temperature control requirements for each type of food in keeping with established food safety standards.
7. Implement procedures to reduce and/or eliminate wastage. Establish portions to be used in each dish.
8. Maintain a repertoire of at least thirty dishes that may be used for the range of events directed from the Residence.
9. Train assigned staff and provide appropriate exposure so they are as proficient in preparing food items on approved, created and or modified menus.
10. In consultation with the Household Manager, prepare the required lists of food items and other supplies for procurement.
11. Establish optimal stocking quantities of food supplies. Manage pantry supplies in keeping with FIFO method and standard operating procedures. Prepare shopping lists.
12. Carry out periodic inventory inspection and count of supplies in all food storage areas.
13. Assess each food item that has been purchased; make sure that the best deal has been achieved in terms of quality and price. Prevent under and over buying of food items which will result in keeping cost low. Keep food from being spoiled or used past their due by date.
14. Direct the Cook in the portioning, labelling and storage of all food items. Monitor rotation of stored foods.
15. Develop a timetable and routine for deep cleaning of the kitchen to include tools, equipment and storage areas and monitor its implementation.
16. Maintain First Aid Kit assigned to the Kitchen. Report to the Household Manager all incidents of injury.
17. At the end of each shift/work day, check that all food preparation areas are appropriately sanitized, and kitchen tools, equipment and utensils are located in appropriate storage areas.
18. Report malfunction of tools and equipment or maintenance deficiencies to the Household Manager.
19. Report damage to tools, equipment, linens and other articles that occur while in your care.
20. Accompany Their Excellencies on trips and provide food and beverage service as required.
21. Perform other related duties as required.

Departmental Human Resource Responsibilities

1. Assess training needs and recommend training interventions for assigned staff in keeping with operational objectives. Provide on-going coaching for staff and conduct training sessions as required to meet identified needs.
2. Carry out performance evaluation processes for assigned staff.
3. Conduct job specific orientation for new staff.

Other Responsibilities

1. Is a working member of any related Committee.

PERFORMANCE MEASURES

1. Legal and ethical guidelines with respect to food handling procedures, standards of sanitation, storage, health and safety are implemented and met as they relate to the kitchen, its personnel, food and beverage preparation and storage.
2. The expectation of Their Excellencies, their guests and visitors are consistently achieved and exceeded with respect to quality and variety of meals served and delivered.
3. Weekly Work Plan for assigned staff submitted within required timeline and tasks monitored.
4. Inventory/pantry supplies kept at optimal stocking levels. All food storage areas kept in impeccable condition.
5. Kitchen tools, equipment and utensils are appropriately maintained.
6. Report of malfunction of tools and equipment and/or damage to tools, equipment, linen and other articles submitted within established timelines.
7. The standards of customer service, personal presentation, efficiencies and cleanliness are upheld and or exceeded.

REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION

1. Sound, in-depth knowledge of foods, appropriate combination of foods and cooking techniques.
2. Knowledge of food plating and presentation techniques.
3. Knowledge of food portion and cost calculations, quality control and production control of menus.
4. Knowledge of appropriate food storage and labelling techniques.
5. Knowledge of Public Health Policies, procedures and HACCP standards
6. Knowledge of the operation and care of kitchen tools, equipment and utensils
7. Knowledge of appropriate use and storage of chemicals used in food preparation and sanitation.
8. Understanding of inventory management and food rotation procedures.

REQUIRED COMPETENCIES & ATTRIBUTES

1. Is loyal, composed, and trustworthy and demonstrates impeccable integrity.
2. Able to organize, set priorities, multi-task and meet deadlines.
3. Creative and able to put his or her own twist on familiar dishes.
4. A problem solving and results driven individual with an eye for details.
5. Able to anticipate customer needs, change goals and direction quickly.
6. Is confidential and professional in personal conduct and execution of duties.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- An Undergraduate Degree in Food Service Management with specialization in food and beverage management or related discipline from a recognized tertiary institution.
- Certification in General Catering.
- At least five (5) years progressive experience in food preparation operations within the hotel industry or related field.
- Supervisory training and experience.

- Valid Food Handler’s Permit.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

The Head Chef is expected to lead by example and take a non-traditional approach to working hours. This means that he or she may be required to work a flexible schedule which will include at times long hours, work on weekends and Public Holidays.

This position demands good physical and mental health. It requires solving problems that arise, spending long hours on one’s feet and often having to lift heavy objects.

AUTHORITY TO:

- Provide technical advice on food & beverage and housekeeping matters.
- Recommend leave, disciplinary action and promotion for direct reports according to established policies.
- Recommend changes to policies and procedures.
- Interface with Government Officials, Diplomats and other guests to the Residence and property.

LIAISE WITHIN THE OFFICE:

POSITION TITLE	PURPOSE OF COMMUNICATION
Aide-de-Camp to The Governor-General	Coordinate on matters relating to Their Excellencies
Valet, Lady’s Maid, Butlers	
Events Coordinator	
	Coordinate on matters relating to food and beverage preparation and service.

LIAISE EXTERNALLY TO THE OFFICE:

POSITION TITLE	PURPOSE OF COMMUNICATION